

# **Transit Summit Packet**

**March 10, 2014**

**(Rescheduled from 2/13/14)**

Note: the files provided in this packet are the same as those previously distributed,  
with the exception of **Attachment 1 for Item 3**.

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT  
BOARD OF SUPERVISORS MEETING ROOM  
FEBRUARY 13, 2014**

- I. Call to order
- II. Transit Summit Presentations and Discussion
  - 1. Transit Summit 2014 Background
  - 2. Program Management Items
    - 2a. Branding/Naming the Local Fixed Route Service
    - 2b. Fare Policy and Fare Levels for Phase I of Silver Line Service
    - 2c. Implementing Transit Hubs
    - 2d. New Electronic Payment Program (NEPP)
    - 2e. New Transit Services and Routes
    - 2f. Future Transit Funding
    - 2g. Single Transit Contractor
  - 3. Future of Long Haul Commuter Bus Service
  - 4. Metrorail Connector – Orange Line and Phase II of Silver Line
  - 5. Local Fixed Route System
    - 5a. Paratransit Service
    - 5b. Bus Stops, Shelters and Maintenance
    - 5c. Leesburg Transit Service
    - 5d. Ownership of Buses

If you require a reasonable accommodation for any type of disability in order to participate in the Transit Summit, please contact the Office of the County Administrator at 703-777-0200/TTY-711). Three business days advance notice is requested.

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 1**

**SUBJECT:** Transit Summit 2014 Background

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

A. Planning Documents

As set out in the Code of Virginia, Loudoun County's purpose in adopting the Comprehensive Plan is to achieve a "coordinated, adjusted, and harmonious development" of land. While the *Revised General Plan* addresses the timing, character, and location of new development, and contains public facilities policies, the *2010 Countywide Transportation Plan (2010 CTP)* and the *Loudoun County Bicycle and Pedestrian Mobility Master Plan* provide for adequate transportation services and facilities to serve both existing and new development.

1. *General Plan*

The first comprehensive planning document, *Choices and Changes General Plan*, was adopted in 1991. Subsequent area plans have been completed and adopted during the 1990s and 2000s. The most current planning document is the *Revised General Plan*, adopted in 2001. It has been updated on a regular basis with documents such as the Rt. 28 Corridor Plan and the Lower North Sycolin Land Use Plan and complies with the State code update requirement with the ongoing work of CPAMs.

2. *Countywide Transportation Plan (CTP)*

The first *Countywide Transportation Plan (CTP)* was initiated in 1993 and completed in 1995. The next planning efforts for this document included a revision in 2001. The *2010 CTP* update was initiated in the fall of 2006 and fulfilled the requirement of the Virginia Code by updating the 2001 CTP.

The *2010 CTP* includes a revised road network and for the first time ever a comprehensive countywide transit plan that recommends phased implementation of transit improvements to address forecast changes in demand and the anticipated introduction of Metrorail service to Loudoun County. The policies presented in the *2010 CTP* are intended to support the land use policies of the *Revised General Plan*. This document is part of the *Comprehensive Plan* and follows the same update regulations noted above.

### 3. *Bicycle and Pedestrian Mobility Master Plan*

The *Bicycle and Pedestrian Mobility Master Plan* was adopted in October 2003. The *Revised General Plan* called for completion of a Countywide Bicycle and Pedestrian Mobility Master Plan to help implement Loudoun's vision of a transportation system that recognizes the intrinsic value of bicycling and walking, and advances bicycle and pedestrian mobility as a transportation goal. This plan was incorporated into chapter 4 of the *2010 CTP*.

#### B. Transit Development Plan (TDP)

In 2008, the Virginia Department of Rail and Public Transportation (DRPT) began the process of developing a series of plans that are to provide the blueprint for future DRPT programs, projects and initiatives. One such initiative is the Statewide Transit Six-Year Plan. The Statewide Transit Six-Year Plan can be viewed as an analog to the Virginia Department of Transportation's (VDOT) Six-Year Plan. In order to develop this plan, DRPT works with each transit agency/operator, including Loudoun County, to develop a local Transit Development Plan, or TDP, which is then compiled into the Statewide Transit Plan.

The TDP is intended to be a six-year short-term action document with adjustments made every year, as necessary to keep the plan current. DRPT requires that TDPs be completely updated every three years. The TDP is designed to help transit operators improve their efficiency and effectiveness by identifying the need and required resources for modifying and enhancing services provided to the general public. These plans also provide a solid foundation for grant funding requests to DRPT. It is required that capital and operating requests be contained in the TDP to be considered eligible for state grant funding assistance.

The current Loudoun County TDP was developed in 2011, based on policies, concepts and public participation used to develop the transit planning contained in Chapter three of the CTP. The Board of Supervisors (Board) endorsed this first TDP in November 2011. Since then there have been three annual updates submitted to DRPT.

In light of the pending arrival of the Silver Line Metrorail service, staff has worked with DRPT to accelerate the funding to allow the complete update of the TDP to begin in FY 2015. DRPT may also provide one of its on-call consultants to help Loudoun prepare the complete TDP update. Due to the complexity of this update, with extensive surveys and public involvement related to Silver Line Phase II planning and future funding considerations, it is anticipated that the effort will require twelve to eighteen months.

#### C. Current Transit Initiatives

The following is a description of current transit initiatives the department is focusing on for FY 2014:

## 1. Fare Study

In December 2013, the County contracted with Connetics Transportation Group to perform a commuter bus fare analysis and provide recommendations based on that analysis. At its Transportation Summit in July 2013, the Board endorsed a staff recommendation for completion of an analysis of the fare structure for the County's Commuter Bus Service, including the Metro-connecting service(s). The desired outcome of the analysis is to develop recommendations related to future fare structures, policies, and levels that can be communicated to the Board to assist in their transit fare deliberations. The consultant should complete the fare study by the end of February, after which staff will prepare an item for the Board to consider in March. The consultant will be in attendance to provide a progress report, and solicit feedback from the Board prior to finalizing study.

## 2. Commuter Bus Capacity Issues

The Board, at its December 4, 2013 meeting, directed the Commuter Bus Advisory Board (CBAB) to work with staff to evaluate overcapacity issues occurring on many commuter buses and the lack of parking at many of the commuter lots. Comments from several Board members during the meeting indicated that purchasing more buses or developing additional park and ride lots was not the only option. CBAB was directed to return to the Board with options and recommendations to provide immediate relief and a plan for addressing the projected reoccurrence of overcapacity and parking in the future.

The CBAB met on January 13, 2014 to begin the process of evaluating the situation and providing recommendations to the Board. It will be meeting again on February 10, 2014 to continue its work on addressing the overcapacity issues and plans to make its recommendations to the Board in March.

## 3. Dulles South Area

The Board, at its December 4, 2013 business meeting, directed staff to utilize funding to hire a consultant to complete a survey of a defined area that will determine potential need for local fixed route(s) in an area currently not served by transit. The target area is generally bound by the Dulles Greenway to the north, Belmont Ridge Road/Northstar Boulevard alignment to the west, Dulles Airport and Fairfax County to the east and Prince William County to the south. The request for quote (RFQ) was issued in late January, which should allow the survey project to commence in late February. The Board also directed, and staff included a placeholder and funding for a Dulles South area local fixed route in the annual update of the TDP, in the FY 2015 transit budget, and in the February 1, 2014 state operating assistance grant application for FY 2015.

#### 4. Commuter Bus RFP

Staff is preparing a request for proposal (RFP) for operation and maintenance of the commuter bus service. This RFP outlines the parameters and requirements for a contractor to operate the transit service, maintain the County owned and leased fleet of buses, and occupy the new Transit Maintenance and Operations Facility. The RFP will be released for proposals in February with the contract anticipated to be awarded in September and an operational start date of November 2014. The contract period will be for 10 years, with a critical re-negotiation to occur concurrent with the arrival of the Silver Line in Loudoun County.

#### 5. Local Fixed Route RFP

Currently the County is operating under an emergency contract with Virginia Regional Transit (VRT) providing local fixed route transit service in the County. This emergency contract is effective until June 30, 2014. Staff has prepared a request for proposal (RFP) which will be released in February, requesting proposals for a contractor that will operate, maintain and provide the buses for the local fixed route service. This three year contract should be awarded in April with a start date of July 1, 2014.

#### D. Capital Projects

The County is constructing a transit maintenance and operations facility (TMOF) near the current County fleet maintenance facility and the Adult Detention Center off of Loudoun Center Place. Construction of the facility is approximately 55 percent complete. There are two buildings, one for maintenance functions and one for operations and administrative staff. The parking area will accommodate 80 large buses, with potential for expansion.

#### E. Park and Ride Lots

Currently in the County there are 20 park and ride lots with a total of 3,395 spaces available for commuters. Fifteen of those lots are served by LC Transit (commuter bus service). The remaining smaller lots are appropriate for carpool and vanpool use. There are additional planned lots in the pipeline including Dulles Town Center (ultimately 300 spaces), Reston Bible Church in Sterling (100/200 spaces), Loudoun Station temporary lot (300 spaces), Eastgate (220 spaces), Stone Ridge Expansion (100 spaces), Stone Ridge temporary (200 spaces), Arcola Center (ultimately 300 spaces), a second Leesburg lot (300 spaces), Purcellville Baptist Church (100 spaces), and a Western Loudoun permanent lot (250 to 300 spaces). The existing and planned park and ride lots are detailed on Attachment 2.

#### F. State Funding

The Virginia Department of Rail and Public Transportation (DRPT) provides capital and operating funding through an annual grant award process to localities that operate transit service. The source of these funds is the Commonwealth Mass Transit Trust Fund (MTTF). During the 2013 General Assembly Session, the Transit Service Delivery Advisory

Committee (TSDAC) was established by SB1140 to advise DRPT in the development of a distribution process for transit capital and operating funds that includes tiering for capital projects and measures of performance for operating awards. This process will be used from FY 2014 forward. For FY 2015, DRPT has determined that the level of state capital funds for the purchase of new buses and related equipment will be 68 percent, which means the County would be responsible for providing a 32 percent local match. Capital projects not related to rolling stock will be funded at lower levels.

In regard to FY 2015, Operating funds will be distributed based on performance measures that were recommended by the TSDAC and were designed to show the effectiveness and efficiency of a local transit service. The County's Transit and Commuter Services Manager currently serves as the Loudoun County/Northern Virginia representative on the TSDAC Steering Committee.

#### G. Commuter Bus Advisory Board

The Commuter Bus Advisory Board (CBAB) is a Board of Supervisors appointed committee consisting of nine at-large members. Members are required to be a commuter bus rider and they serve a four-year term co-terminus with the Board of Supervisors' terms. Per the Bylaws, the CBAB shall provide advice and recommendations to the Board of Supervisors concerning commuter bus services. The normal channels for this process will be through County staff. CBAB will provide input related to communication content and medium, technology, guidelines for rider courtesies, creating and updating of schedules, route planning, and service expansions. CBAB shall also apprise the Board of Supervisors and/or County staff of commuter bus service issues and potential improvements and perform any other related duties or projects as assigned by the Board. Regular meetings are held bi-monthly. Work sessions may also occur when CBAB is working on a specific issue(s).

#### **ATTACHMENTS:**

1. Definitions
2. Park and Ride Lot List

## ATTACHMENT 1

### DEFINITIONS

These are relevant transit service definitions, taken directly from the Federal Transit Administration (FTA) website.

1. **Commuter Bus:** Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs.
2. **Fixed Route:** Fixed route system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.
3. **Demand Response:** Demand responsive system means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.
4. **Paratransit:** Paratransit means comparable transportation service required by the ADA for individuals with disabilities who are unable to use fixed route transportation systems.

Characteristics of Bus Service in Loudoun County			
Service Type	Bus Style	Service Hours	Service Delivery
Loudoun County Transit Commuter Bus	45 foot commuter coach with 55 seats, room for 12 standees; restroom, reading lamps, overhead storage, and a farebox.*	Peak Hours Only (4:30 AM to 9:30 AM) and 3:30 PM to 8:30 PM)	Buses pick up passengers at park and ride lots, then travel long distances without stops to locations within the Washington metro area.
Local Fixed Route (currently contracted to VRT)	Buses vary from truck on body chassis to 35 foot transit style bus; passenger seating ranges from 12 to 29; standees allowed.	Service operates All Day (not just peak) 7:00 AM to 7:00 PM and in some cases till 10:00 PM	Buses travel along a fixed route with designated stops throughout the entire length of the route. Passengers can board or disembark at these bus stop locations.

\* Forty foot transit buses are being added to the fleet to provide Metro-connection service. These buses have 40 seats and ample accommodation for standees. The buses are equipped with ADA compliant accessibility ramps, bicycle racks, and fareboxes. A mid-bus exit door expedites passenger departures from the bus.



## ATTACHMENT 2

### PARK AND RIDE LOT LIST

The following is a list of existing and planned park and ride lots as well as lots that are still in the very early research and development stage.

Name of the Lot	Address	Spaces	Transit	Status	Owner
<b>Existing Lots</b>					
Ashburn Farm	43725 Parkhurst Plaza	20	Shuttle	OPEN	FW VA-ASHBURN FARM VILLAGE CTR LLC
Ashburn North	45151 Russell Branch Parkway	190	YES	OPEN	LOUDOUN COUNTY BOARD OF SUPERVISORS
Ashburn Village	43895 Grottoes Drive	40	NO	OPEN	ASHBURN VILLAGE COMMUNITY ASSOC INC
Brambleton	42790 Creighton Road	100	YES	OPEN	BRAMBLETON GROUP LLC
Broad Run Farms	45425 Winding Road	48	YES	OPEN	GALILEE UNITED METHODIST CHURCH
Broadlands	43083 Waxpool Road	30	NO	OPEN	BROADLANDS ASSOCIATION INC,
Broadlands South 1	Old Ryan Road and Ashburn Village Blvd	160	YES	OPEN	BROADLANDS COMMERCIAL DEVELOPMENT
Broadlands South 2	43300 Southern Walk Plaza	75	YES	OPEN	SOUTHERN WALK VILLAGE CENTER LLC
Cascades - Community Lutheran Church	21014 Whitfield Place	55	YES	OPEN	COMMUNITY LUTHERAN CHURCH
Christian Fellowship Church	21673 Beaumeade Circle	300	YES	OPEN	CHRISTIAN FELLOWSHIP CHURCH
Crossroads United Methodist Church	43465 Crossroads Drive	90	Shuttle	OPEN	CROSSROADS UNITED METHODIST CHURCH
Dulles North Transit Center	Moran Rd and Lockridge Rd	750	YES	OPEN	DULLES INTERNATIONAL AIRPORT
Dulles South	42015 Village Center Plaza	250	YES	OPEN	STONE RIDGE VILLAGE CENTER LLC
Goose Creek Village	20785 Century Corner Dr	83	YES	OPEN	GOOSE CREEK COMMERCIAL LLC
Harmony	39464 E Colonial Hwy	250	YES	OPEN	LOUDOUN COUNTY BOARD OF SUPERVISORS
Leesburg	19730 Sycolin Road	691	YES	OPEN	LOUDOUN COUNTY BOARD OF SUPERVISORS
Lowes Island	20789 Great Falls Plaza	65	YES	OPEN	ROCKS CENTER LC
Our Lady of Hope Catholic Church	46639 Algonkian Parkway	120	YES	OPEN	LOVERDE, PAUL S, MOST REV BISHOP
Potomac Station	18910 Potomac Station Drive	50	NO	OPEN	LOUDOUN COUNTY BOARD OF SUPERVISORS
St. Andrew Presbyterian - Purcellville	711 West Main Street	78	YES	OPEN	NATIONAL CAPITAL UNION PRES., INC
<b>Planned Lots</b>					
Arcola Center	24325 Wyckoff Dr	200	TBD	PLANNED	ARCOLALP
Dulles Town Center	Dulles Town Center Property - TBD	100-300	TBD	PLANNED	D T C PARTNERS LLC
East Gate	Eastgate View Dr & Tall Cedars Parkway	220	TBD	PLANNED	LOUDOUN COUNTY BOARD OF SUPERVISORS
Purcellville Baptist Church	601 Yaxley Dr	100	Yes	PLANNED	PURCELLVILLE BAPTIST CHURCH
Loudoun Station - Temporary		300	Yes	PLANNED	COMSTOCK
One Loudoun	GPIN#057-18-3144-000	200	Yes	PLANNED	LOUDOUN COUNTY BOARD OF SUPERVISORS
Stone Ridge Lot Expansion	Village Center Plaza	100	Yes	PLANNED	STONE RIDGE VILLAGE CENTER LLC
<b>Research and Development Lots</b>					
Western Loudoun	Purcellville/Hamilton area	250	YES	RESEARCHING	Acquire Land then construct lot
Leesburg - east of Town	Leesburg	300	YES	RESEARCHING	Acquire Land then construct lot

**Date of Meeting:** February 13, 2014

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 2a**

**SUBJECT:** Branding/Naming the Local Fixed Route Service

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

In 2003, Loudoun County introduced the LC Transit logo to identify (brand) the Loudoun County owned buses which operate commuter bus service from park and ride lots in Loudoun County to destinations in Arlington, the Pentagon and Washington, D.C. That logo (Attachment 1) has been used in all print material, on the website, on the commuter buses and all other collateral such as the uniform of the driver and promotional items.

Before October 1, 2013, the local fixed route bus service was operated by Virginia Regional Transit (VRT) as a not-for-profit entity receiving federal rural operating and capital funds. In early 2013 VRT was notified that they would no longer receive federal rural funds to operate fixed route service in the urban area of Loudoun County. Virginia Regional Transit has their own brand and logo which was placed on the buses as well as in all their collateral material. The County entered into an emergency contract with VRT on October 1, 2013 to continue operating the local fixed route service through June 30, 2014.

Since the local fixed routes are now a County provided service with a contracted service provider, and since a new contract for local fixed route service will begin with fiscal year 2015 (July 1, 2014), this presents an opportune time for the board to address how the local bus service should be branded/named.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. Should the local fixed route service use the existing LC Transit logo and be branded/named as one county operated/managed service?
2. Should the local fixed route service have a new logo and brand/name?
3. Should the local fixed route service use the LC Transit logo, but with a tag line identification beneath the logo that would call out the service as being local routes?

**POLICY DECISION TIMEFRAME:**

Board direction could be provided prior to finalizing the July 1, 2014 contract for provision of local fixed route service, or in the future.

**ATTACHMENTS:**

1. LC Transit logo
2. Photos of local fixed route buses

## ATTACHMENT 1



## ATTACHMENT 2



**Date of Meeting:** February 13, 2014

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 2b**

**SUBJECT:** Fare Policy and Fare Levels for Phase I of Silver Line Service

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

At the July 18, 2013 Board of Supervisors' (Board) Transportation Summit, staff was given direction to retain a consultant to analyze the elements related to fare levels for the Commuter Bus Program.

Three factors were identified at the Summit in regard to setting a fare policy and fare levels for transit services supporting Phase I of the Silver Line Metrorail service. These factors are listed and updated below:

- 1. Local Fixed Route Fare Levels:** The Local Fixed Route study included analysis of fare levels and revenues only for the local fixed route service. Recommendations related to fare levels for these services were presented as part of the Local Fixed Route Analysis presented and endorsed by the Board at the December 4, 2013 business meeting. These endorsed recommendations set the local fixed route fares at \$1.00, and suggested that daily and monthly fare passes be evaluated in the near future as an incentive to increase ridership. For the FY 2015 budget, an eight percent fare recovery in the amount of \$332,228 was assumed on the local fixed routes.
- 2. Phase I Transit Service:** Final planning for Phase I of Silver Line-connection transit service for the commuter bus program has been finalized and the cost of providing these services can now be quantified.
- 3. State Operating Funds:** The outcomes of the state performance-based funding formulas are now known and can be fairly accurately projected. The projected costs and revenues for the transit program which are included in the FY 2015 draft budget document and which were used as the basis for the FY 2015 state grant applications are included in Attachment 1 to this item.

Fares on the "long haul" commuter bus service were last increased in September, 2008. At that time the fare was increased by \$1.00 per trip to its current level of \$7.00 with a SmarTrip Card or \$8.00 cash. More recently, the Board directed a fare increase on the Metro-connection service to West Falls Church which was effective July 1, 2011, and increased the fare by \$.25 to its current level of \$2.00 with a SmarTrip Card or \$2.50 cash.

In comparison to the eight percent projected fare recovery for local fixed route service(s), the commuter bus farebox recovery has ranged from 65 percent to 70 percent over the past six years. Projections for FY 2015 include \$ 9,231,724 in fare revenue collections.

Through a procurement process in December 2013, staff acquired the services of a transit consultant (Connetics Transportation Group) to complete a comprehensive fare analysis, and to bring alternative recommendations back to the Board to assist in establishing fares for commuter bus operations, including Metro-connection service. The scope of services of this fare analysis is included as Attachment 2 to this item.

Marlene Connor from the consultant team will present a brief summary of the analysis that has been completed and solicit direction on alternative future fare policies.

### **QUESTIONS/SUGGESTIONS TO CONSIDER:**

Based on discussion of the alternatives presented at the Transit Summit, the consultant will complete the analysis and return to a March BOS meeting to make a follow-up presentation, and staff will prepare an item for BOS action.

- Currently one fare is charged for all “long haul” service. Should this fare level be modified to include distance or zone based variables?
- Should Metro-connection fares to Silver and Orange Line stations be established to equalize the total passenger trip cost (Bus plus Metrorail)?

### **POLICY DECISION TIMEFRAME:**

Board direction will be required in March to allow enough time for fares to be published to riders, in advance of the startup of Silver Line Phase I connections.

### **ATTACHMENTS:**

1. FY 2015 Budgeted Transit Operating Costs and Revenues
2. Scope of Services for Consultant Commuter Bus Fare Analysis

# **ATTACHMENT 1** **FY 2015 Budgeted Transit Operating Costs and Revenues**

	Commuter bus	Local Fixed Route Bus
<b>Total Expense:</b>	<b>\$ 14,095,796</b>	<b>\$ 4,405,678</b>
<b>Total Revenues</b>		
Fares*	\$ 9,231,724	\$ 332,228
Advertising*	\$ 50,000	\$ 58,057
State Formula	\$ 1,994,696	\$ 708,864
State Capital	\$ 315,000	\$ -
Gas Tax	\$ 2,504,376	\$ 3,306,529
<b>Total</b>	<b>\$ 14,095,796</b>	<b>\$ 4,405,678</b>

\* Local Fixed Route Bus Fares and Advertising revenue is to be collected and retained by the contractor, and these estimates are used to offset the local cost to provide the service. As such, local revenue sources deriving from local gasoline tax and State Operating Assistance funding totals \$4,015,393.

## **ATTACHMENT 2**

### **Scope of Services for Consultant Commuter Bus Fare Analysis**

## **COMMUTER BUS FARE ANALYSIS**

### **1.0 PURPOSE**

The purpose of this Request for Quotation (RFQ) is to obtain proposals from qualified offerors to perform a commuter bus fare analysis and provide recommendations based on that analysis. At their Transportation Summit in July, 2013, the Loudoun County Board of Supervisors endorsed a staff recommendation for completion of an analysis of the fare structure for the commuter bus service, including the Metro-connecting service(s). The desired outcome of the analysis is to develop recommendations related to future fare structures, policies, and levels that can be communicated to the Board of Supervisors to assist in their transit fare deliberations.

### **3.0 SCOPE OF SERVICES**

The successful offeror shall provide the following:

#### **TASK 1 – Familiarization with Transit Budget and Planning Documents**

The Loudoun Countywide Transportation Plan – Revised 2010 (CTP) includes certain assumptions that were modeled related to the future of the “Long Haul” service. These assumptions need to be examined, re-validated, and confirmed for the report. Additionally, the Loudoun County Transit Development Plan (TDP) currently assumes certain operating costs in the six year timeframe of the TDP. Historic and current operating and capital budgets are available for review. In addition, County staff will be available for interviews related to operating costs and revenues.

#### **TASK II – Review of other factors impacting fare levels**

- a. Costs related to commuting in a single occupancy vehicle such as tolls, fuel, vehicle maintenance, and parking
- b. Traffic congestion
- c. Fares as they relate to travel times for various routes or modes
- d. Availability of employer provided transit benefits
- e. Reliability and safety of transit system
- f. Transit service delivery levels including park and ride lot location and availability
- g. Bus amenities such as electronic fare boxes, Wi-Fi, bus stop announcement systems, and real-time bus arrival time information via Smartphone APPS
- h. Availability of parking convenient to Metro stations
- i. Cost of parking at Metro Stations
- j. Metro fares
- k. Regional fare levels for comparable transit systems

**Task III – Project future potential revenues from other sources**

- Gain familiarity with and project the impacts of the Department of Rail and Public Transportation (DRPT) proposed operating funding proposals for Loudoun County, including the performance metrics based funding.
- Explore options for additional operating-cost offsetting revenue streams such as increased advertising and private participation.

**Task IV – Propose a comprehensive “fare policy”**

- Based on the research, develop and recommend a comprehensive six year fare policy for each of the current and proposed Phase II commuter bus transit services. The policy should include a “farebox recovery level” by service, and should be proposed in FY2014 dollars, and adjusted for inflation in the out years.
- Examine options for phasing of fare increases over the six year time frame.
- Examine the feasibility and appropriateness of peak vs. non-peak fares, as well as reduced fares for certain segments of the transit ridership (ie. Seniors, disabled, etc.)
- Prepare tables demonstrating fare levels by origination and destination, and resulting projected fare recovery by service over the six year period of the study.

**Task V – Final Report**

- Prepare a complete report of the research and recommendations in Tasks 1 through Task IV.
- Prepare and present to the Board of Supervisors, or designated sub-committee a power point summarizing the report and presenting the recommendations for discussion. Be available to participate in a question and answer session.
- Be available to provide any additional information, as requested, to complete the project.



**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 2c**

**SUBJECT:** Implementing Transit Hubs

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

At its December 4, 2013 Business Meeting, the Board of Supervisors (Board) endorsed the Loudoun County Transit Management Analysis Report. The Report had three main purposes:

1. Evaluate the status of current local transit service in Loudoun County
2. Identify and analyze alternative transit management arrangements for the provision of local transit services
3. Recommend a program plan for the implementation of the preferred transit service

Two major strategies were advocated in the Report to implement the preferred transit service alternatives:

1. Create transit hubs to maximize rider options, accessibility, and connectivity
2. Implement pulse service to facilitate timed transfers and eliminate extended layovers

Pulse service is an operational strategy that requires all local buses to arrive at a designated location near the same time, with the buses not leaving before all transfers are completed. The connecting bus routes are designed within running time parameters that facilitate timed transfers and improve rider experience.

Currently, some existing County bus routes do have a common start or end point. The operational efficiency of the transit service could be improved by identifying transit hub locations for bus transfers to take place. Such improvements would facilitate connectivity between local and regional bus services. During the Report development process, the project management team identified key locations within the County that would serve as transit hubs. The Report recommended that the County implement two types of transit hubs – local and regional.

Local hubs will serve more than one local fixed route and could offer amenities such as bus bays or pulloffs, shelters, seating, lighting, and service information that enhance the overall rider experience. Proposed Local Service Hub locations include: Leesburg (currently at the Loudoun County Government center with future location to be determined), INOVA Hospital, NOVA (Community College), and Sterling

Regional hubs will offer the same amenities as local hubs and provide additional transportation demand management options to efficiently serve local buses, regional buses, carpooling, vanpooling, and shuttle services. The regional hub will facilitate the connections between local and regional transit services. Besides the amenities noted above with local hubs, the following additional amenities for regional hubs could include: parking, kiss and ride areas, fare media sales. Proposed Regional Service Hub locations include: Leesburg East, One Loudoun, Dulles Town Center, Brambleton, Dulles South.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. Should the County create a plan for the development of local and regional transit hubs through proffers and CIP projects?
2. Are the service hub locations identified in the Loudoun County Transit Management Analysis Report in the appropriate geographic areas?

**POLICY DECISION TIMEFRAME:**

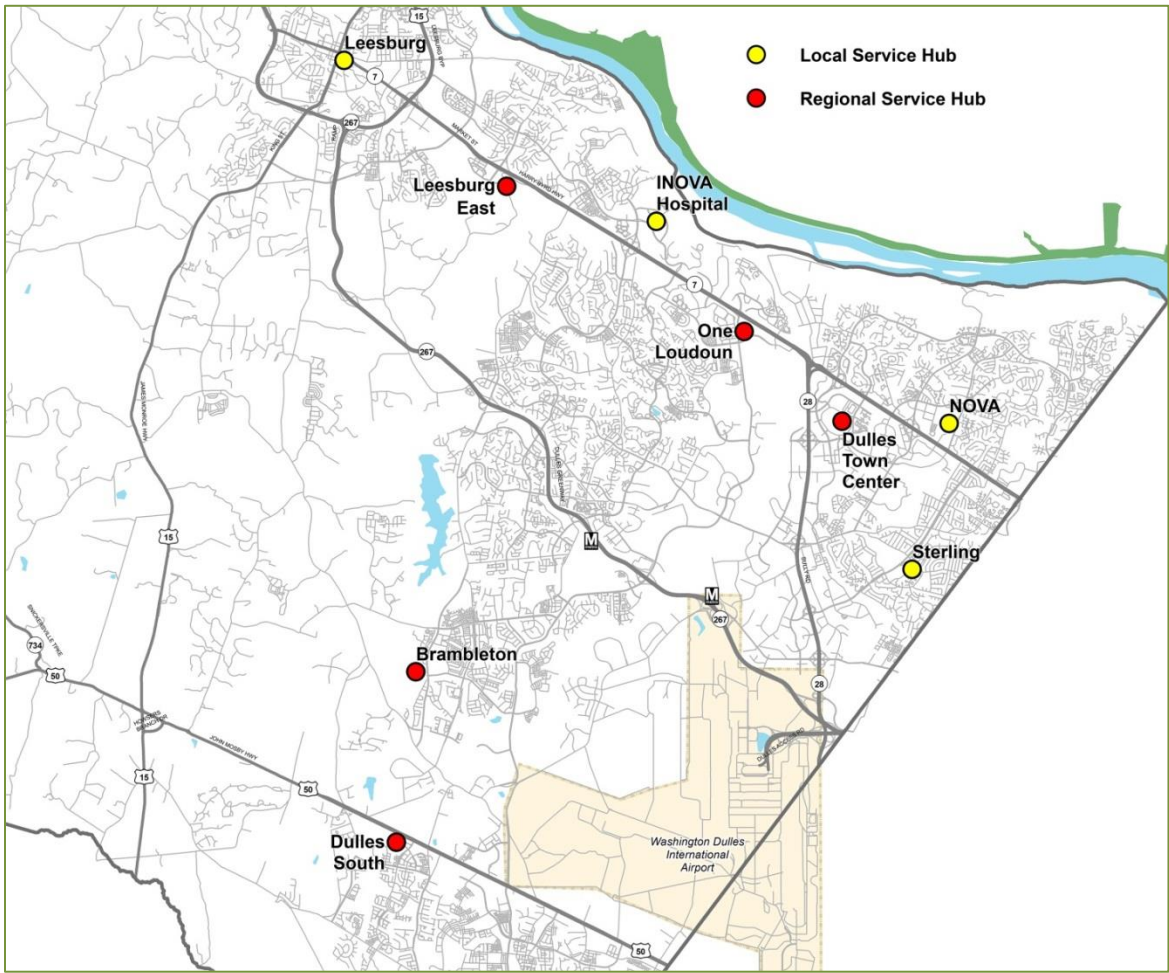
Board direction could be provided to direct staff to develop a plan to implement the hub concept through proffers and CIP projects.

**ATTACHMENT:**

1. Planned Transit Hubs Map from the Transit Management Analysis Report, December 2013

ATTACHMENT 1

Planned Transit Hubs



**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 2d**

**SUBJECT:** New Electronic Payment Program (NEPP)

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

In June 2003, the Board of Supervisors (Board) directed staff to enter into an agreement with the Washington Metropolitan Area Transit Authority (WMATA) to participate in the Regional SmarTrip® fare collection System. SmarTrip® allows passengers to board any participating public transit system in the region (bus or rail) and pay for their ride using the proprietary SmarTrip® card. The cost to purchase, program and install the equipment necessary to operate the SmarTrip® system (electronic fareboxes, cash vault, garage computer, etc.) was approximately \$450,000, which was fully funded by the Department of Rail and Public Transportation (DRPT). Loudoun County began accepting SmarTrip® cards for fare payment on the commuter buses in July of 2007 and currently collects 98 percent of the fare revenue electronically. Unfortunately, the hardware and software used for the SmarTrip® system has reached its “end of life” and will be replaced by WMATA in the next 2-3 years.

In January 2014, WMATA awarded a contract to Accenture for a New Electronic Payment Program (NEPP), to replace SmarTrip®. The NEPP system is an open architecture system that will allow customers to use any ISO/IEC-14443 compliant contactless card (credit card, secure ID badge, etc) as well as smartphones for fare payment. The Northern Virginia regional partners (Fairfax County, Alexandria, Arlington County, Potomac and Rappahannock Transportation Commission PRTC, Fairfax City, Loudoun County and Virginia Railway Express) have agreed that the Northern Virginia Transportation Commission (NVTC) should take the lead on behalf of the partners to hire a consultant and negotiate a Northern Virginia contract with Accenture. The possibility of integrating the NEPP payment system for the proposed parking garages (to be constructed in conjunction with the County Metrorail stations) will be explored before the future parking garages become operational.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. With the planned arrival of the Silver Line in Loudoun County, will it be an important customer service option for the County to participate in a regional fare collection system?
2. If NEPP does not accommodate cash fares, does Loudoun want to continue to accept cash fares through an alternative mechanism?
3. What will Loudoun County's initial and ongoing costs be, related to NEPP?  
Will DRPT provide any grant funding to assist with those costs?

**POLICY DECISION TIMEFRAME:**

The timing of the decision to participate in NEPP, and any related decisions, will be driven by the NVTC led efforts to negotiate a contract with Accenture on behalf of the regional partners.

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 2e**

**SUBJECT:** New Transit Services and Routes

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

During the process of developing the 2010 Update to the Countywide Transportation Plan (CTP), revised in 2012; suggestions for transit services and routes were received through citizen surveys, public outreach, and public input sessions. Modeling methods were used to analyze projected ridership and costs of proposed routes for inclusion as conceptual routes in the CTP. However, the CTP is primarily a policy document and serves as the “big-picture” source of information to support the creation of a service plan. The service plan, in the form of more detailed routes and related costs is located in the County’s Transit Development Plan (TDP). The Department of Rail and Public Transportation (DRPT) requires annual updates to the plan along with complete updates every five years. Projects/vehicles/capital facility-related items must be included in the TDP or annual TDP update to be considered for grant funding.

The County TDP was originally developed in 2011 for Fiscal Years 2012 to 2017 and provides a comprehensive evaluation of the County’s transit service and the costs associated with providing this service. The elements of the plan include:

- Goals/objectives/performance standards to guide the development of the commuter/express service and the local transit services
- Detailed evaluation of existing services
- Peer agency review comparing County service financial characteristics to those of similar-sized systems
- Summary of Community survey results
- Listing of potential service/facility improvements
- Recommended service improvements and vehicle purchases by year
- Funding requirements and potential funding sources for recommended improvements

Recently, staff has entered into discussions with the DRPT regarding the complexity of transit planning related to the arrival of the Silver Line in Loudoun County. DRPT has agreed that the TDP update process should begin in FY 2015 to allow adequate time for completion of this involved planning effort well in advance of the Silver Line. Once the funding is secured for the update, staff will begin the formal process including the selection of a consultant and development of the overall work plan to complete the project.

Even though community input and public outreach are major components of the formal planning processes (CTP and TDP), staff still receives many requests for additional new routes and services outside of the planning processes. Generally, the staff approach to these requests has been to adhere to the formally adopted service plans.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. Outside of the public participation component(s) of the CTP and TDP development process, how should requests for new services / routes be considered and evaluated? Should these requests be considered outside of the formal planning process? If so, what should the process be for evaluating them?

**POLICY DECISION TIMEFRAME:**

Board direction would be beneficial to staff in responding to citizen requests.

**ATTACHMENT:**

1. Excerpt from Transit Development Plan Requirement, Department of Rail and Public Transportation, November 2008

## **ATTACHMENT 1**

Excerpt from the document, Transit Development Plan Requirement, Department of Rail and Public Transportation, November 2008. These are TDP planning requirements of new and expanded transit service(s).

### **TRANSIT DEVELOPMENT PLAN (TDP) REQUIREMENTS**

Transit Development Plans (TDPs) help transit operators around the country improve their efficiency and effectiveness by identifying the need and required resources for modifying and enhancing services provided to the general public. These plans also provide a solid foundation for funding requests and feed directly into the programming process. To capture the benefit of this planning tool, Virginia's Department of Rail and Public Transportation (DRPT) now requires that any public transit (bus, rail, ferry) operator receiving state funding prepare, adopt, and submit a TDP. This document details the required frequency and format for developing a TDP and the financial and technical resources available from DRPT to assist operators in meeting the requirements.

#### **Purpose of the TDP Requirement**

- To improve the efficiency and effectiveness of public transportation services in the Commonwealth of Virginia.
- To serve as a management and policy document for the transit operators.
- To maximize the investment of public funds and achieve the greatest possible public benefit.
- To provide the basis for inclusion of an operator's capital and operating programs in planning and programming documents such as: the Six Year Improvement Program (SYIP), Statewide Transportation Improvement Program (STIP), Transportation Improvement Program (TIP) and Constrained Long Range Plan (CLRP).

### **Chapter 3 - Service and System Evaluation**

Describe the evaluation process and evaluate route-level and system wide performance against current performance standards for each mode and/or type of service (e.g., local, express or commuter service) for both fixed route and demand responsive services. Evaluate the most recent year for which complete data is available.

- Prepare a retrospective analysis of performance (prior five years), if appropriate and data is available, for certain evaluation measures (i.e. ridership, farebox recovery,



operating cost per passenger trip, number of passenger trips served per vehicle revenue hour).

- Based upon data from the most current year available, use the evaluation measures selected for the retrospective analysis noted above to provide a comparison of at least three peer systems (inside and/or outside of Virginia) with similar operating parameters (service area, revenue miles/hours, fleet size, equipment used, budget, etc.).
- Conduct onboard surveys to assist in the service evaluation at least once within each six year TDP cycle. The survey should gather pieces of data such as: customer demographics, customer satisfaction and origin-destination data.
- Conduct interviews with key stakeholders (e.g. local elected officials) to determine the level of support for transit within the community
- Conduct focus groups with transit users to discuss and receive input on existing services and any changes to service or route structure.
- Conduct focus groups of non-users to determine what real or perceived shortcomings prohibit potential riders from using the transit agencies services
- Evaluate recent changes in patronage, operating costs, and operating revenue
- Identify deviations from service standards and describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted
- Describe specific solutions to any gaps or service deficiencies for fixed-route and demand responsive services
- Describe equipment and facility deficiencies, and describe proposed remedies
- Provide the date of your agency's most recent federal Title VI Report and FTA Triennial Review. Discuss any deficiencies found, and describe related remedial actions. Attach the most recent Title VI Report and the FTA Triennial Review to the TDP in the appendix.

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 2f**

**SUBJECT:** Future Transit Funding

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

Loudoun County currently receives gasoline sales tax revenues generated within the County. This will change once the County becomes a paying member of the Washington Metropolitan Area Transit Authority (WMATA) Compact, which will occur upon the completion of Phase II of the Dulles Corridor Metrorail project (estimated to be FY 2018). Once Phase II (Silver Line) is complete, the gasoline tax revenue will be dedicated to WMATA for the operation of the Metrorail transit system. Currently, the gasoline tax generates the local subsidy for operations of both the commuter bus and the local fixed route transit service. The FY 2015 gasoline tax budget includes \$2.5 million for commuter bus operations, and \$3.3 million for local fixed route operations.

Historically, fare revenues have been the primary revenue source. They have been combined with state operating assistance grants and gas tax funds to provide the operating revenues for the commuter bus service. The funding sources for commuter bus operations are detailed on Attachment 1.

With the arrival of the Silver Line, transit options will likely expand. Before this can occur, another source of transit funding will need to be identified.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. What other sources of funding are available that could be used for transit operations funding?
2. If the long haul commuter bus service continues, should it be self-sustaining through passenger fares?

**POLICY DECISION TIMEFRAME:**

1. The task for identifying alternate funding sources for transit operations should be examined in the scope of the FY 2015 TDP update and presented to the Board at that time for consideration.

**ATTACHMENT:**

1. Commuter Bus Revenue/Expense History

## ATTACHMENT 1

<b><u>Commuter Bus Revenue/ Expense History</u></b>									
	Fares	%	Gas Tax	%	State Formula	%	Advertising	%	Total
									Expenses
FY '00	695,297	54.5%	410,105	32.2%	169,680	13.3%			1,275,082
FY '01	759,640	55.1%	399,995	29.0%	219,760	15.9%			1,379,395
FY '02	835,109	49.9%	580,967	34.7%	256,072	15.3%			1,672,148
FY '03	1,168,588	53.0%	758,500	34.4%	277,338	12.6%			2,204,426
FY '04	1,626,303	58.5%	809,774	29.1%	344,181	12.4%			2,780,258
FY '05	1,861,611	55.8%	752,162	22.5%	724,359	21.7%			3,338,132
FY '06	2,273,040	59.5%	620,699	16.2%	926,241	24.2%			3,819,980
FY '07	3,181,710	55.8%	1,682,089	29.5%	841,606	14.8%			5,705,405
FY '08	3,677,091	55.8%	1,834,494	27.8%	1,076,285	16.3%			6,587,870
FY '09	4,966,833	67.5%	1,120,254	15.2%	1,267,598	17.2%			7,354,685
FY '10	5,643,931	69.8%	1,104,447	13.7%	1,334,453	16.5%			8,082,831
FY '11	6,706,011	71.6%	1,310,699	14.0%	1,355,169	14.5%			9,371,879
FY '12	7,468,621	71.9%	1,368,528	13.2%	1,555,652	15.0%	5,000	0.05%	10,392,801
FY '13	7,419,807	66.6%	1,883,406	16.9%	1,831,970	16.5%	54,914	0.49%	11,135,183

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 2g**

**SUBJECT:** Single Transit Contractor

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

Currently, transit is provided in Loudoun County through two separate operating contracts. One contract provides operations and maintenance of the County owned/leased fleet of commuter buses, and the second provides buses and operations of the local fixed route service. The status of these two contracts is as follows:

- 1. Commuter Bus RFP:** A request for proposal (RFP) for operation and maintenance of the commuter bus service is being prepared for advertisement in early February. This RFP outlines the parameters and requirements for a contractor to operate the transit service, maintain the County owned and leased fleet of buses, and occupy the new Transit Maintenance and Operations Facility. It is anticipated that the resultant contract will be awarded in September with an operational start date of November 2014. The contract period will be for 10 years, with a critical re-negotiation to occur concurrent with the arrival of the Silver Line in Loudoun County.
- 2. Local Fixed Route RFP:** Currently the County is operating under an emergency contract with Virginia Regional Transit providing local fixed route transit service in the County. This emergency contract is effective until June 30, 2014. A request for proposal (RFP) will be released in early February, requesting proposals for a contractor that will operate, maintain and provide the buses for the local fixed route service. This three year contract should be awarded in April with a start date of July 1, 2014. Per the December 4, 2013, direction of the Board, a single RFP has been prepared which is inclusive of Leesburg service.

In the future, there may be potential operating efficiencies and cost benefits to the County by contracting with one operator to provide all transit service(s).

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. What would be the benefits of a single transit provider in the future?
2. Are there workforce related efficiencies that could result in cost savings to the transit riders and the County?

3. Does one transit provider simplify the transition to more Metro-connection service, if the long haul demand is impacted?

**POLICY DECISION TIMEFRAME:**

An efficiency and cost savings evaluation of one transit provider could be completed during the 2015 complete Transit Development Plan update.

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 3**

**SUBJECT:** Future of Long Haul Commuter Bus Service

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

In 1994 the County assumed the management and operations of the financially troubled Sterling Commuter Bus. In the years since that time, passenger volumes have grown steadily, and demand for additional capacity on buses and at park and ride lots has increased. The commuter bus program currently operates 52 County owned buses, 8 leased buses, and 5 shuttles delivering service from 15 park and ride lots in Loudoun County.

The commuter bus program is currently divided into four distinct routes and types of service.

1. **“Long haul”** service originates from park and ride lots in Loudoun County and travels to destinations in Arlington County (Rosslyn, Crystal City, and the Pentagon) and the District of Columbia. Currently, there are 52 morning and 54 evening peak period runs serving nine park and ride lots. The average distance traveled for passengers on these buses is about 38 miles each way, averaging about an hour and ten minutes on the bus.
2. The **Metro-Connection** route travels from designated park and ride lots in Loudoun County to the West Falls Church Metrorail Station, providing a link to the Metro system of rail and buses, as well as to Fairfax Connector buses. The travel time for this service averages about 35 minutes and 15 miles one way. By pairing runs for this service with long haul runs, twelve morning and eleven evening peak period runs are provided from eight park and ride lots.
3. **Reverse Commute** service is provided from West Falls Church Metrorail (WFC) Station to employment sites in Loudoun County, as well as providing connection to the local fixed route service. The Metro-connection route(s) provide these nine morning and seven evening peak period runs on their deadhead back to the County or WFC.
4. The **Tysons Express** service is part of the federally mandated Transportation Management Program (TMP) for Phase I of construction of the Silver Line, and was fully funded (net fare collection) by the Dulles Rail project. The service connects park and ride lots in Loudoun County to employment sites in Tysons Corner. Project funding for operation of the Tysons Express service will terminate when Phase I of the Silver Line starts revenue service.

During the development of the 2010 Revised Countywide Transportation Plan, revised in 2012 (CTP), input from the Transit Plan Advisory Committee (appointed by the Board of Supervisors) and citizens who attended public meetings encouraged the consideration of continuing “long haul” service, even when Metrorail is operational to Loudoun County stations. Subsequently, additional analysis demonstrated that the market for the long haul bus service is distinct from the market for Metrorail. Specifically, the justifications for continuing the “long haul” service are summarized in Chapter Three of the CTP and listed below:

1. The travel demand model forecasts a marginal decrease of two percent in bus ridership if the fare in 2030 is increased from \$5 to \$12 (in 2005 dollars) on routes traveling all the way to downtown Washington, D.C.
2. Comparing the two scenarios in which the commuter routes are integrated with Metrorail service versus providing the commuter service all the way to Washington, D.C., Metrorail ridership is changed by less than two percent. Thus, it appears that even at a self-sustaining fare, the commuter bus service to Washington, D. C. would attract large numbers of riders without detracting from the Metrorail ridership.
3. The option that results in the most overall transit ridership (including Metrorail) in Loudoun County is the scenario with commuter bus service routed as it is today and with a higher fare that covers system costs.

Based on these findings, the self-sustaining fare option is recommended in the Revised CTP when Metrorail service becomes operational in Loudoun County.

Ultimately, the decision to continue or discontinue the Long Haul Commuter Bus Service will be made by a subsequent Board of Supervisors. However, there are numerous operational implications more immediate to the staff where a long term vision or direction from the Board would help to guide system strategies now. These include, but may not be limited to:

- Lease versus purchase of additional commuter style buses to address aging fleet or demand for expanded capacity,
- Land acquisition and construction investment for park and ride facilities versus leased or donated parking spaces, and
- Aspects of system planning to include proffer negotiations for public use sites and contributions.

In the first six months of FY 2014, ridership on the “long haul” routes has increased 15 percent. During this time frame, ridership has increased across all geographic areas of the County, but most significantly in the Dulles South area, where the increase in ridership exceeded 40 percent. As residential growth continues to occur in the Dulles South area, demand for transit options will continue to grow proportionately.

The commuter bus fleet is well positioned to respond to changes in ridership resulting from the arrival of Metrorail service in 2018. Loudoun County's oldest buses are the twenty-two buses that were purchased in 2004, and which will be fully depreciated in 2017. This is the earliest that Metrorail could be operational to Loudoun County, and the demand for commuter bus service could be reduced. Since these buses are fully depreciated, Loudoun County will have the flexibility to retire as little or many of these buses as necessary at that time to match commuter service levels to meet rider demand. In addition, the more expensive leased buses can be terminated at the discretion of the County, which provides additional operational flexibility.

#### **QUESTIONS/SUGGESTIONS FOR CONSIDERATION:**

1. In the approximately five year period between now and the arrival of Phase II of the Silver Line on Metrorail in Loudoun County, how should the County respond to the demand for additional long haul service, specifically additional bus and park and ride spaces?
2. With the planned arrival of Phase II of the Silver Line in Loudoun County, does the long haul service continue, does it transition to all Metro-connection service, or does the County allow rider demand for long haul to dictate the future of the service.

#### **POLICY DECISION TIMEFRAME:**

At the December 4, 2013, the Commuter Bus Advisory Board (CBAB) was tasked to work with staff to evaluate overcapacity issues occurring on many of the commuter buses, and the lack of parking at some of the commuter lots. CBAB was asked to return with options and recommendations to the Board to include immediate capacity relief and a plan for addressing the projected reoccurrence of these problems in the future. CBAB has met three times to discuss this challenging issue, and should be prepared to make a report and recommendations to the Board in March.

The future of the long haul commuter bus service in Phase II of the Silver Line can be reevaluated during the FY 2015 TDP complete update. The TDP update will include future cost projections for operations, can re-evaluate rider projections, can explore demand through surveys and public comment opportunities, and can propose appropriate fare levels.

#### **ATTACHMENTS:**

1. Chart listing LC Transit bus stops and corresponding Metrorail Stop
2. LC Transit Route Map
3. Metrorail Map (including the Silver Line route)



## ATTACHMENT 1

This chart shows the morning bus stops made by LC Transit and the corresponding or closest Metrorail stop.

LC Transit Morning Bus Stops	Silver Line Metrorail Stops	Other Metrorail Stops and Lines
Rosslyn	Rosslyn	Orange/Blue
Pentagon		Pentagon - Blue/Yellow
Eads & 12th St.		Pentagon City - Blue/Yellow
Crystal Drive & 26th St.		Crystal City - Blue/Yellow
Crystal Drive & 20th St.		Crystal City - Blue/Yellow
Army Navy Drive & Fern St.		Pentagon - Blue/Yellow
21st St. & Virginia Ave. (State Dept)	Foggy Bottom	Foggy Bottom - Orange/Blue
18th & E St., NW	Farragut West	Orange/Blue
18th & G St., NW	Farragut West	Orange/Blue
18th & K St., NW	Farragut West	Orange/Blue
K & 17th St., NW		Farragut North - Red
K & 15th St., NW	McPherson Square	Orange/Blue
K & 14th St., NW	McPherson Square	Orange/Blue
14th & F St., NW	Metro Center	Orange/Blue/Red
14th & Constitution, NW (Reagan Bldg)	Federal Triangle	Orange/Blue
Independence & 12th St., SW	Smithsonian	Orange/Blue
Independence & 9th St., SW	Smithsonian	Orange/Blue
Independence & 6th St., SW	L'Enfant Plaza	Orange/Blue/Yellow/Green
Independence & 3rd St., SW	Federal Center SW	Orange/Blue
Navy Yard Metro		Navy Yard - Green
Waterfront Metro		Waterfront - Green
3rd & C St., NW		Judiciary Square - Red
E & New Jersey Ave., NW		Union Station - Red
N Capitol & Massachusetts Ave., NE		Union Station - Red
H & N Capitol St., NW		Union Station - Red
H & 4th St., NW		Judiciary Square - Red
H & 9th St., NW		Gallery Place - Green/Yellow/Red

*Note:* Highlighted LC Transit bus stops are more than one quarter mile from a Metrorail station.

## ATTACHMENT 2

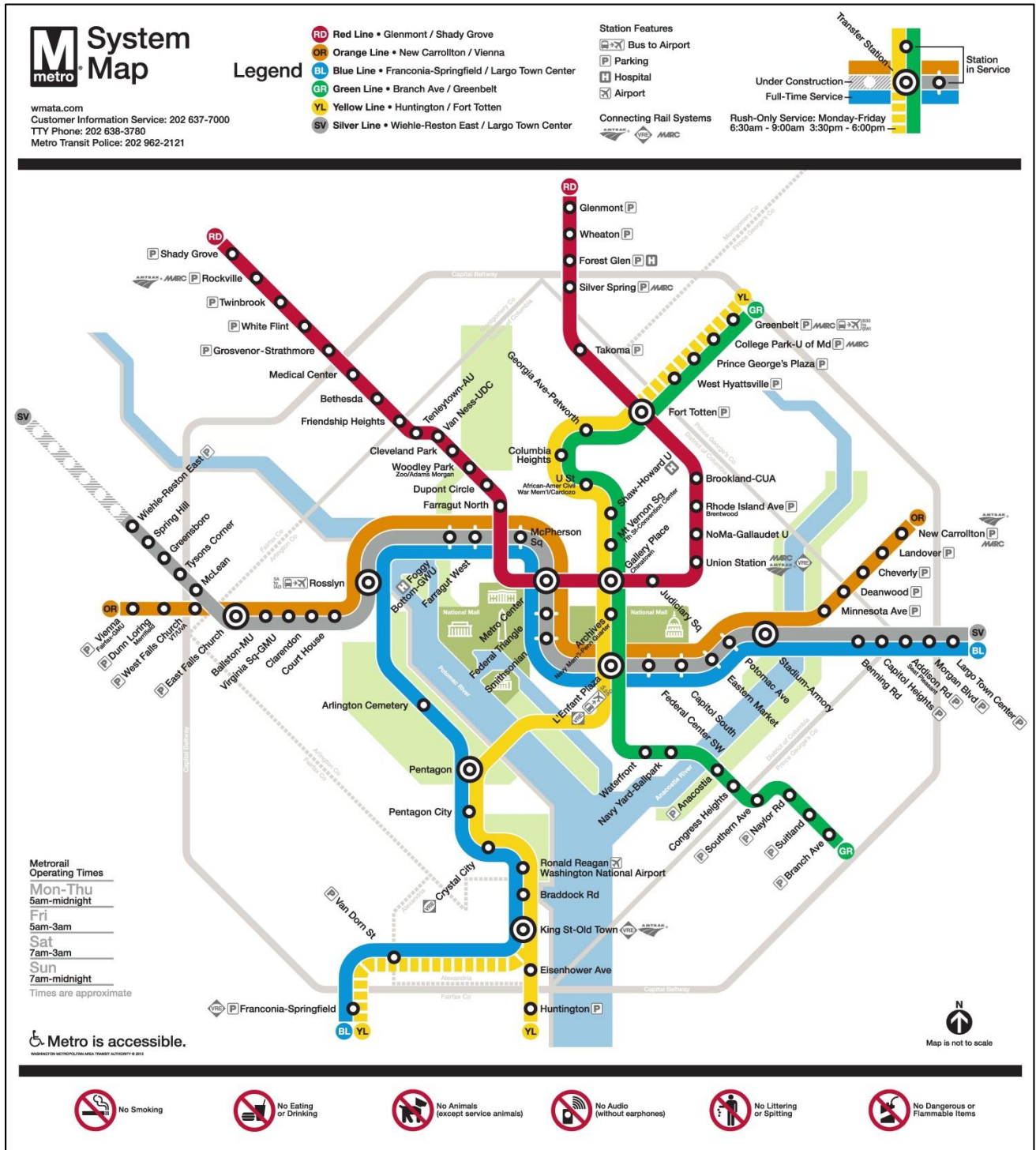
### LC Transit Route Map





### ATTACHMENT 3

#### Metrorail System Map (including the Silver Line Route)



**Date of Meeting:** February 13, 2014

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 4**

**SUBJECT:** Future of Orange Line Connections and  
Planning for Phase II Silver Line Connections

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

The Loudoun County commuter bus currently provides service connecting riders from Potomac Falls to the Orange Line of Metro at West Falls Church. Additionally, the commuter bus provides limited connecting service to West Falls Church from the Harmony, Leesburg and Dulles North park and ride lots. The Potomac Falls service transports an average of 300 riders daily from the Broad Run Farms, Cascades, Our Lady of Hope and Lowes Island park and ride lots to the Orange Line, while the Harmony, Leesburg and the Dulles North service has an average of 150 daily riders. These connections allow riders to access the Orange Line of Metrorail and connect to bus service from Fairfax County, Prince William, and Metro buses.

Phase I of the Silver Line of Metrorail serves the same stops as the Orange Line from East Falls Church to the Stadium Armory. The West Falls Church rail station is a little over ten miles beyond the Wiehle-Reston East Metrorail station of the Silver Line. These additional twenty miles of travel time equate to approximately four gallons of fuel and 15 minutes of additional service hour cost per trip, which under the current operating contract equates to \$30.12.

When Phase I of the Silver Line begins operation, the West Falls Church Metrorail station will be impacted. The number of Metro bus routes going to the station will be reduced. A majority of Fairfax Connector and Prince William bus routes that currently go to the station will be redirected to Silver Line Metrorail stations, primarily in Tysons Corner.

There is some level of rider interest in Loudoun providing ongoing connection to West Falls Church. In response to rider requests, the initial Silver Line schedules for the Loudoun County commuter buses will retain some limited morning service from Potomac Falls to the Orange Line at West Falls Church. Evening service to Potomac Falls will be provided from the Wiehle-Reston East station to provide increased service and more favorable frequencies. All Metro-connection service from Harmony, Leesburg and Dulles North will be directed to the Silver Line stations.

The planned arrival and operation of the Silver Line in Loudoun County in FY 2018 will significantly impact transit operations with a new and expanding market for connections to Metro service. The planning that was completed in the 2010 Update to the Countywide

Transportation Plan provided the conceptual framework of a transit plan to serve the future Loudoun County Metrorail stations. However, these service plans have yet to be developed.

Development of the service plans will be included in the complete update process of the Loudoun County Transit Development Plan (TDP), which is scheduled to begin in FY 2015. This update will involve extensive surveying and public outreach and input, along with modeling of potential service routes. This effort will be used to determine transit routes and hours of operation. A key component of the plan will be determining how the transit system interacts with the Metro service to provide the most efficient and cost effective level of service that will meet the needs of the residents of Loudoun County. The draft TDP will ultimately be presented to the Board of Supervisors for endorsement.

#### **QUESTIONS / SUGGESTIONS TO CONSIDER:**

1. If early experience demonstrates that there are significant cost savings, and minimal rider impacts in connecting only to Silver Line stations, should the remaining Orange Line Connections at West Falls Church be eliminated and all Metro-connection service be routed to Silver Line Stations?

#### **POLICY DECISION TIMEFRAME:**

Sufficient data should be available to make a decision regarding connections to the Orange Line as early as the commencement of the new commuter bus contract planned for November 1 2014.

Funding for the TDP complete update will be available in FY 2015. The consultant may be provided by the Department of Rail and Public Transportation or a procurement process may be required. The update process will likely require at least a year to complete.

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 5a**

**SUBJECT:** Paratransit Service

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathy Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

The Americans with Disabilities Act (ADA) provides guidelines and mandates designed to provide people with disabilities access to fixed route transit systems. The ADA also requires curb-to-curb 'paratransit' service for persons whose disabilities prevent them from using accessible fixed route bus service. Paratransit service is intended to offer a comparable level of service to that provided by regular bus service. Paratransit service is not required nor intended to meet all the transportation needs of persons with disabilities. Rather, it is intended to provide public transportation in a more specialized form. Commuter bus service which operates predominately in one direction during peak periods with limited stops is required to provide accessibility, but is not required to provide complementary ADA paratransit services.

As the previous operator of the local fixed route service in Loudoun County, Virginia Regional Transit (VRT) complied with the ADA mandates and provided complementary paratransit service through their On-Demand program. This program included enrollment, 24 hour advance reservations and curb-to-curb pickup and drop-off service. This same level of service continues under the emergency contract with VRT. With the assumption of responsibility for the provision of the local fixed routes service, the ADA mandates now pass to the County. Specifically, the transit related ADA Requirements require:

1. An eligibility process be implemented and maintained
2. Paratransit service be made available to eligible persons traveling within  $\frac{3}{4}$  mile of a fixed route
3. All vehicles used in provision of fixed route and paratransit service to be equipped with working accessibility features
4. Bus stop and bus transfer related announcements are made on board buses
5. Operators are trained in serving people with disabilities
6. Days and hours of operation of paratransit service mirror those of the fixed routes.
7. Additionally the fare levels for paratransit service are mandated to not exceed double the fare for the fixed route.

The RFP for provision of the local fixed route transit service requires that the Offeror submit, as part of their proposal, a plan for meeting the ADA mandates in providing paratransit service.

This component of the proposal will be weighted strongly in evaluating potential service providers.

At their November 2, 2011, business meeting the Board allocated funding and directed staff to procure a firm with expertise in accessibility and transportation issues to assist the County in prioritizing improvements to existing transit services, and recommend alternative or expanded transit and mobility services to meet the needs of people with disabilities. In June, 2012, the County hired TransSystems to complete this analysis and to provide recommendations. This study is near completion and is anticipated to be presented to the Transportation Land Use Committee in the coming months.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. The County is now responsible to insure that the local fixed route transit Contractor provides a level of service to meet the ADA mandates.
2. Should the County consider providing paratransit service beyond the  $\frac{3}{4}$  mile definition of the service area?

**POLICY DECISION TIMEFRAME:**

Any changes to the ADA requirements included in the Local Fixed Route Request for Proposal should be defined and incorporated prior to executing the Contract in late April 2014.

**Date of Meeting:** February 13, 2014

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 5b**

**SUBJECT:** Bus Stops, Shelters and Maintenance

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

In the past, Virginia Regional Transit (VRT) has been awarded federal funds for the purpose of purchasing and installing the 195 bus stop signs and some of the 27 bus shelters in use in Loudoun County. VRT currently maintains the shelters in Purcellville, Hamilton and Leesburg, while the shelters located in the County are proffers from developers that are constructed on private land and are maintained by the developer/community. With the recent urban designation, effective July 1, 2014, the stops and shelters located in the County and the Town of Leesburg will become the responsibility of the County and the Town for “continued general public use” and the federal interest in the stops and shelters will be extinguished. VRT will continue to manage the stops and shelters in the rural designated areas.

The current list of stops with signs and shelters are:

- Purcellville/Hamilton - 15 signed stops including 6 with shelters
- Town of Leesburg - 63 signed stops including 10 with shelters
- Loudoun County - 131 signed stops including 11 with private shelters

The contract for provision of local fixed route service will include a component and request a separate pricing for the contractor to maintain bus stops and shelters. This can be exercised as an option to the contract, or other alternatives can be explored by the County. The County’s initial cost of maintaining the stops and shelters should be minimal, since all of the existing County shelters are maintained by the communities. However, this cost may increase should the County choose to install additional shelters to serve the local fixed route service.

Fairfax County currently contracts with an advertising company for the provision and installation of bus shelters. The advertising company works with an engineering firm to permit and site the shelters in VDOT right-of-way; purchases and installs the shelters to meet ADA guidelines; uses the shelters for outdoor advertising; maintains and repairs the shelters; and passes on ten percent of the advertising revenues to Fairfax County. At the end of an agreed upon period of time, the shelters become the property of Fairfax County.



**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. If additional shelters are constructed in the County (other than developer / community owned shelters), should the local fixed route contractor be paid to maintain these shelters? Maintenance includes removal of graffiti, replacement of damaged panels, and collection of any trash.
2. Should the existing Virginia Regional Transit bus stop signs be replaced with signs identifying the stop as being served by the County?
3. Should the County do further research on a bus shelter advertising arrangement similar to the Fairfax County agreement?

**POLICY DECISION TIMEFRAME:**

Recommendations regarding the near term decision(s) can be included at the time of local fixed route contract negotiations in April, 2014. Further direction can follow at the convenience of the Board.

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 5c**

**SUBJECT:** Leesburg Transit Service

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

Historically, the Town of Leesburg has been solely responsible for the planning of transit service within the town boundaries. The Town is currently served by four bus routes including the Safe-T-Ride (a free shuttle bus to assist pedestrians with crossing the Route 15 Bypass at Edwards Ferry Road) and a rubber tired trolley bus (Leesburg Trolley). Loudoun County has previously provided gasoline tax funding for two of the Leesburg local fixed routes, and a \$20,000 contribution to the cost of operating Safe-T-Ride. The FY 2015 gasoline tax budget assumes that this level of contribution continues.

Beginning in FY 2014, with the assumption of responsibility for the local fixed route service, both the Town of Leesburg and County staff submitted separate grant applications to the Department of Rail and Public Transportation (DRPT) for operating assistance for their specific transit routes. In regard to FY 2015, the Leesburg Town Manager recently advised the County Administrator that the Town would like to remain a direct recipient of state grant funds. As a result, the grant applications for the Town routes and the County routes will again be submitted separately to DRPT.

At the December 4, 2013 business meeting, the Board directed County staff to prepare one RFP for provision of fixed route service, inclusive of the Town of Leesburg routes. The Town made this request by letter (Attachment 1), after its November 25, 2013 work session. The RFP, as it is drafted, would allow flexibility among the following contracting scenarios:

- One contract to cover all County and Town fixed route service; or
- Two separate contracts to cover County and Town service; or
- One contract for County service only.

Recently, the Town of Leesburg requested that the Board reconsider the current funding arrangement (which currently includes funding two routes within the Town) and provide the Town service at a level equal to that provided in Ashburn, Sterling or Countryside (Attachment 2). The County Transit Development Plan (TDP) currently includes transit service plans for the Town of Leesburg. However, DRPT has advised the Town that if they choose to remain a separate grantee, they will be required to develop an independent TDP.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. Should the contract resulting from local fixed route RFP include the Town of Leesburg or should there be two separate contracts?
2. Should the County alter the current funding arrangement for Town of Leesburg service?
3. What level of involvement should County staff have in planning and oversight of Leesburg transit service under the one contract scenario?
4. Should the TDP update beginning in FY 2015 include Town of Leesburg service?

**POLICY DECISION TIMEFRAME:**

Board direction is required in the very near future, prior to finalizing grants with DRPT and executing a contract for a local fixed route transit provider.

**ATTACHMENTS:**

1. November 26, 2013 Letter from Leesburg Mayor Kristen C. Umstadt to County Chairman Scott York
2. December 10, 2013 Letter from Leesburg Mayor Kristen C. Umstadt to County Chairman Scott York



Kristen C. Umstatt  
Mayor

David S. Butler  
Vice Mayor

*Council Members*

Kevin D. Wright      Thomas S. Dunn, II  
Katie Sheldon Hammler      Kelly Burk  
Fernando "Marty" Martinez

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November 26, 2013

The Honorable Scott York, Chair  
Loudoun County Board of Supervisors  
1 Harrison Street, SE  
Leesburg, VA 20175

RE: FY 2015 Transit Procurement

Dear Chairman York:

On Monday, November 25, 2013 the Leesburg Town Council was presented with the Kimley-Horn analysis of local fixed route bus service for FY 2015 and beyond. Included in the presentation were the consultant's recommendations for the implementation of proposed service modifications to be included in a Request for Proposal (RFP) issued by the County in January 2014. On behalf of the Town, we are requesting that the Board of Supervisors implement the following alternatives and input to the consultant's recommendations:

- That a single RFP be issued that would allow for both County and Town services to be part of one contract and a single procurement.
- That the County and the Town enter into a broader discussion of overall financing and administration of the transit system.
- The Town would like to provide specific input to route design before the RFP is issued. The Council will discuss this issue at their December 9 work session and take a formal vote on December 10.

Understanding that the resolution of these issues is urgent and time sensitive, the Town Council is requesting that the Board of Supervisors direct staff to begin negotiations on a Memorandum of Agreement between the County and the Town that incorporates our recommendations and formalizes the relationship between the County and the Town on Transit Services.

Sincerely,

Kristen C. Umstatt  
Mayor

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Hometown of the 21<sup>st</sup> Century

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Kristen C. Umstatt  
Mayor

David S. Butler  
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December 10, 2013

The Honorable Scott York  
Chairman  
Loudoun County Board of Supervisors  
1 Harrison Street, SE  
Leesburg, VA 20175

**RE: Bus Service Funding in FY 2015 and Future Years**

Dear Chairman York,

On Monday, December 9, 2013, the Leesburg Town Council discussed the issue of funding bus service within the Town of Leesburg in FY 2015 and beyond. Our discussion began with the presumption that Loudoun County is responsible for providing the same level of service to all County residents, whether they live within a town or not. Our conclusion is that the Town of Leesburg should pay for only the bus service that exceeds the base level of service provided in unincorporated areas of the County, such as Ashburn, Countryside and Sterling.

Our proposed financial commitment for the local funding of the Leesburg bus service is outlined below:

- The Town of Leesburg will pay for the Safe-T-Ride, as this service is unique to the Town of Leesburg.
- The Town of Leesburg may pay for Saturday service on the route between downtown and the Outlet Center, if ridership numbers warrant such service.
- Loudoun County should pay for fixed route service within and around the Town of Leesburg, providing the same level of service as in unincorporated areas of the County.
- Loudoun County should pay for the ADA/On-Demand service within the Town, as this service falls under the County's responsibility to provide residents with access to social services.

We recognize that this funding formula departs from past years as well as the FY 2014 funding. We view FY 2014 as a unique situation requiring an emergency response and believe that the loss of the federal rural transit program funding necessitates a new formula moving forward.

Sincerely,

Kristen C. Umstatt  
Mayor

THANK YOU!

Hometown of the 21<sup>st</sup> Century

**BOARD OF SUPERVISORS  
2014 TRANSIT SUMMIT**

**# 5d**

**SUBJECT:** Ownership of Buses

**STAFF CONTACTS:** Nancy Gourley, Transportation & Capital Infrastructure  
Kathleen Leidich, Transportation & Capital Infrastructure  
Joe Kroboth, III, Transportation & Capital Infrastructure

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**BACKGROUND:**

Under the emergency contract for provision of the local fixed route transit service, and in the “next three year contract” the local fixed route contractor will be required to provide the buses to deliver the local fixed route service. These capital costs increase the cost of the service delivery to the County.

Loudoun County is an eligible recipient of state Capital grant funds to acquire buses. Under the most recent Capital grant program, the Department of Rail and Public Transportation (DRPT) will provide funding for 68 percent of the cost of the bus, along with 68 percent of the cost of any equipment that is installed in the bus such as fareboxes and GPS tracking technology. The County is required to provide the 32 percent local match to the grant. A private transportation provider is not eligible to receive State Capital grants. Thus, the full cost of the bus and equipment, and the cost for the provider to finance the purchase, is passed along to the County in the Operating Contract.

Under the current commuter bus “business model,” the County purchases the buses and related equipment using State Capital grants, and provides the local match through developer cash transit proffers or fares. In the near future, funds from the rider fare-generated vehicle replacement fund will be available to be used for local match.

**QUESTIONS/SUGGESTIONS TO CONSIDER:**

1. Should the County evaluate the cost savings that could occur, if in the future, the County purchased the local fixed route buses, and contracted only for the operations and maintenance functions?

**POLICY DECISION TIMEFRAME:**

The cost savings of County ownership of the local fixed route buses could be analyzed during the full update of the TDP.